Vermont Independent Student Census
Fall Update
School Year 2014-2015

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Software Instructions

IT: Data Management & Analysis
(802) 479-1044

VERMONT
AGENCY OF EDUCATION

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Minimum System Requirements

CPU
Office 2003 requires a computer Pentium processor with a clock speed of at least 233 megahertz (MHz). Microsoft recommends a computer with a Pentium III or faster processor.

Operating System
Supports only the 32-bit edition of Access 2010: Windows XP with Service Pack (SP) 3, Windows Server 2003 SP2, MSXML 6.0.

Memory
Microsoft recommends that your computer have a minimum of 128 MB of RAM. An additional 8 MB of RAM are required for each Office 2003 program that runs at the same time.

Available Hard Disk Space
Office 2003 requires 400 MB of available hard-disk space. Hard disk requirements vary, depending on your configuration. Custom installation choices may require more or less hard disk space.

Disk Drives
Office 2003 requires a CD-ROM drive (or compatible DVD-ROM drive) for installation.

Technical Support

Call (802) 479-1044 for assistance with the data entry program.

Installation Instructions

- Go to: https://secure.education.vt.us/ and type in your username and password for secure download (instructions will be made available on our website http://education.vermont.gov/information-technology/data-collection) **OR** unzip from the CD you received in the mail.
- Double click on the file that you will be using.
- WinZip will open. There will be a prompt for you to enter a destination file for your application.
- We have set it to C:\STUFALL WinZip will automatically create this folder for you.
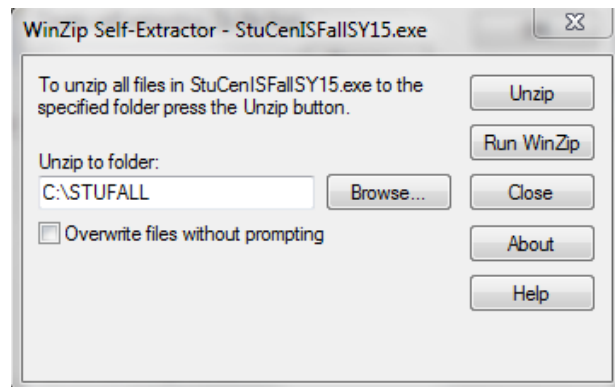
- Click on "Unzip Now," and your application will be unzipped to the destination folder specified. You may then click "OK" when you get a message that unzipping was successful, and then click "Close" on the Self-Extractor. Your Access database is now ready for use.
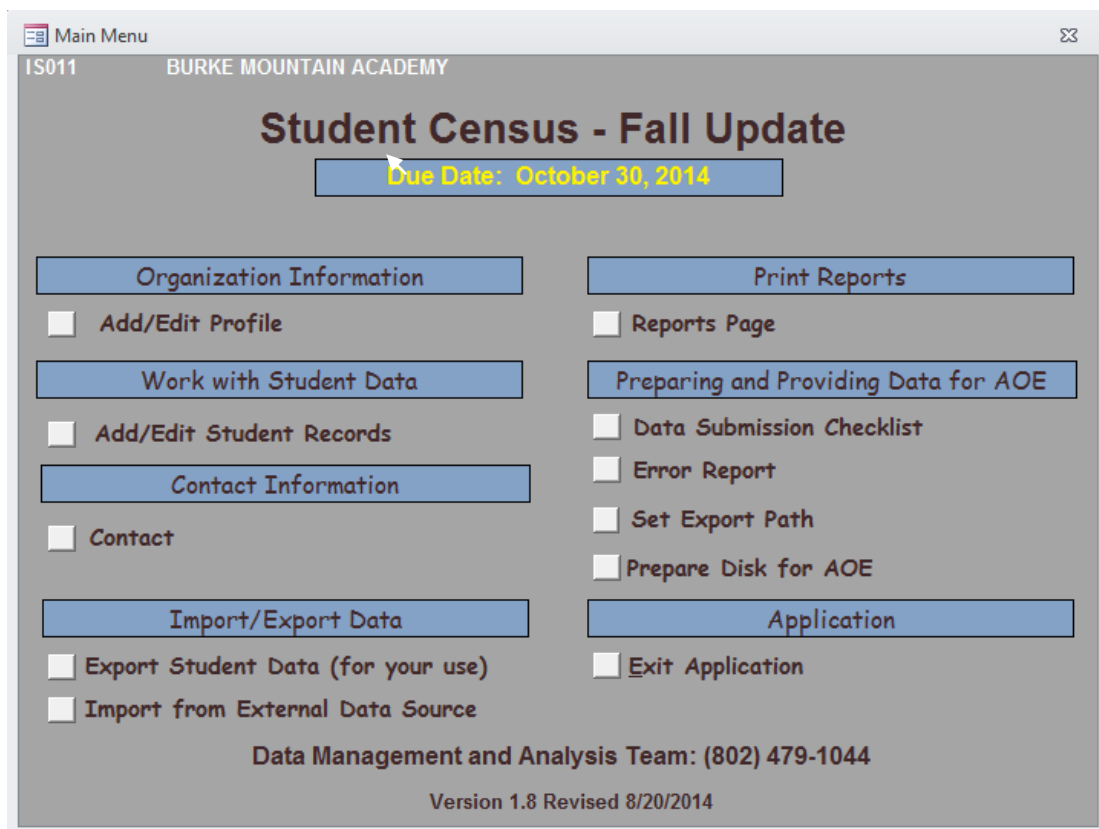
Starting the Application

Start Microsoft Access. Open the database for your school or program, for example "IS005_StuCenSY15.mdb". The program's "Main Menu" will open automatically.

Due Date

Please submit completed data to the Vermont Agency of Education, DMAT by November 7, 2014.

Main Menu Options

This is the Screen that opens when you first start the software.

Organization Information

Add/Edit Profile - Allows you to edit the information about your school.

Make sure that all of the Organizational Information is correct for your school.

Work with Student Data

Add/Edit Student Records - Allows you to add new students or edit existing student records.

Use this screen to add/edit student records.

NOTE: Record changes are automatically saved when you move to another record.

- **Sort by Last Name** – This button lets you sort from A-Z all students by last name.
- **Sort by Grade** – This button lets you sort by grades EEE-12.
- **Search by Student Name** – This button lets you enter a student's last and first name to edit Information.
- **Add New Student** – This button lets you enter a new student.
- **Return to Main –** This button returns you to the Main Menu screen.

Please reference data reporting instructions for descriptions of data elements.

NOTE: There is a protocol for entering out of the country addresses

Contact Information

Contact – To enter your schools contact personnel, select this button.

Enter in the contact information in the provided area.
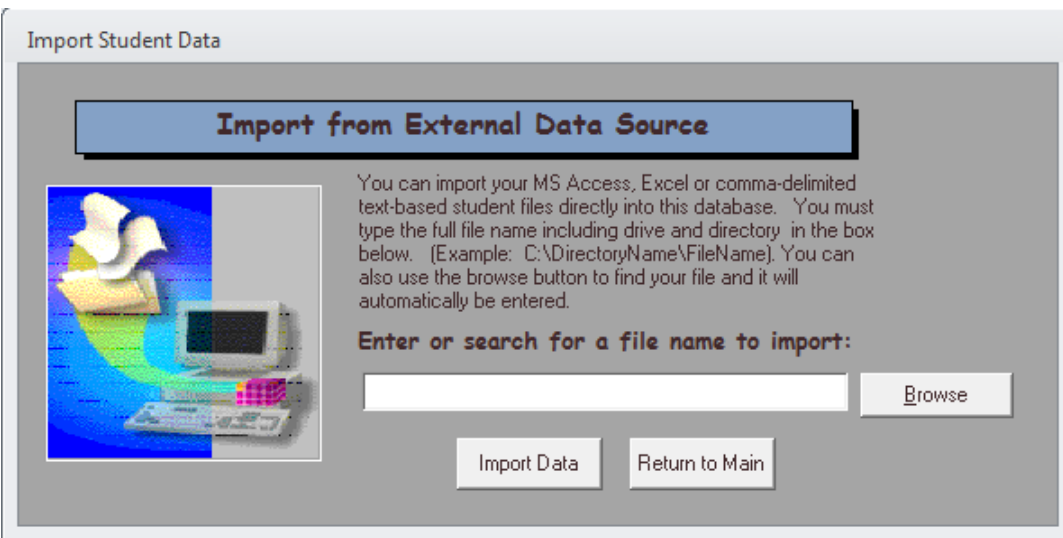
Import/Export Data

Export Student Data (for your use) – The export screen lets you save the data entered through this application for export to use in another database or program. When you use this option, a copy of the data is exported. Your data will remain in the program.

Import/Export Data cont'd - The program gives you the option to export file to three different formats: Text, Excel or MS Access. You must type the full file name including drive and directory in the "Enter the File/Database to Extract to:" box. If you type in just the file name, your file will be stored at the root of your working directory (usually your C drive) by default.

Import from External Data Source – The import screen lets you import data from a MS Access, Excel or Text file. Use this feature if you have up-to-date

student information from an in-house student record system. Click on the "Browse" button to locate the file on your computer.

NOTE: Please see Appendix A, B, C, or D for file layout information if using this option

Print Reports

Reports Page – This feature will create a report of all student records in the application.

Click on the Report button next to the description that you would like to view or print. These reports are as follows:
- Student List by Name
- Student List by Grade
- School Lunch Certification

Preparing and Providing Data for AOE

Data Submission Checklist – This button takes you to the Student Census data submission checklist.

Please review the checklist for the Student Census data submission before attempting to export.

Error Report - Viewing the Error Report allows you to see where your errors are before exporting your information.

When you click on the Error Report button, the following notice will appear. Click OK.
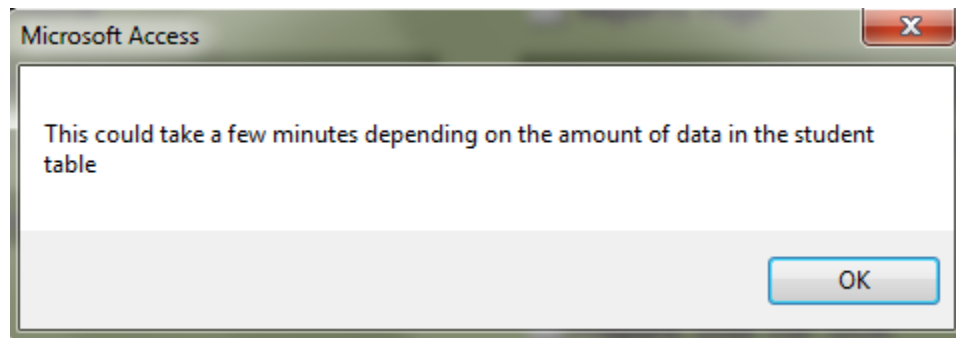
If there are errors in your report, a pop-up box will notify you. Click OK.
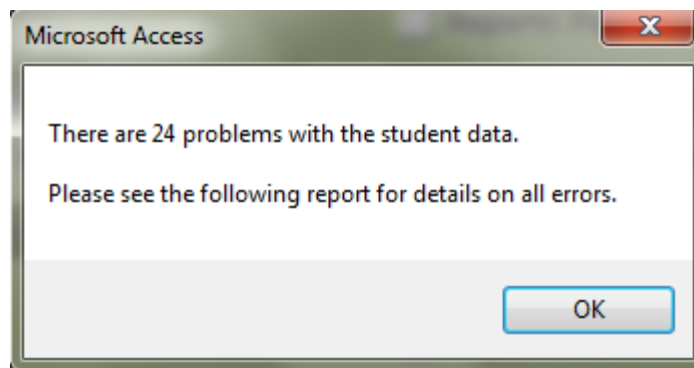
Error Report cont'd – A new screen listing information on all of the errors will appear.
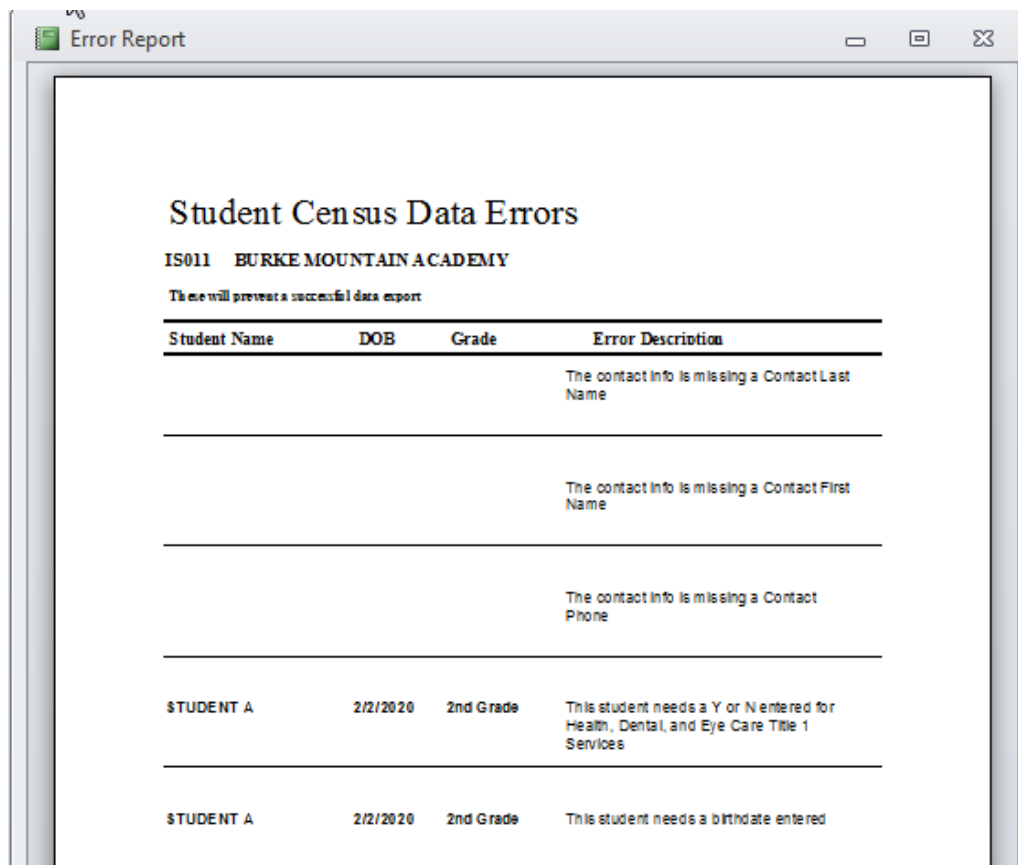
Note: The program will not export data until the errors generated from the edit checks are corrected. You may print the Error Log by clicking the printer icon. After viewing the errors, click the "Close" button to return to the Main Menu.

You will see the following dialog box if your data error report is complete and there are no errors.

Microsoft Office Access ✕

The data is clean and ready for export. Please click the Prepare disk for DOE button.

OK
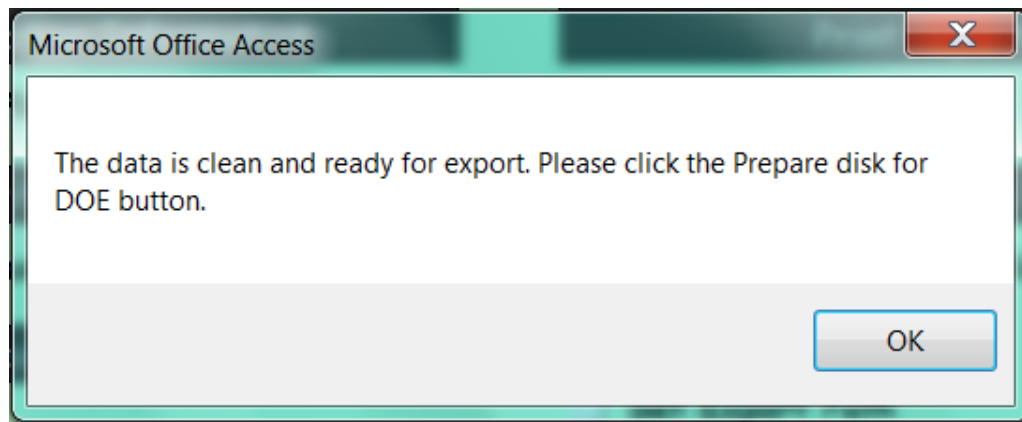
Set Export Path – Click this button to designate the drive where the exported data for AOE will be saved. The default this year is to save onto your **C:** drive. For example, three files are named IS005_me_stu.xls, IS005_tblprogcontact.xls and IS005_tblorgpro.xls. These files are named in accordance with your School ID.
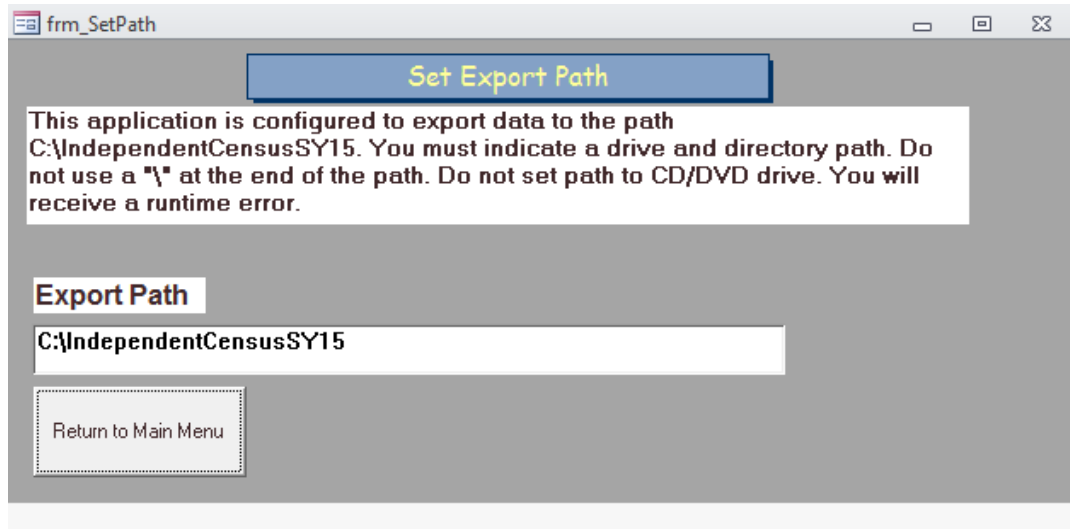
Prepare Disk for AOE - Click this button to create and export a copy of the data to a folder on your C: drive.

Click on verify/export data.

Before exporting the data file (for AOE submission) the program will run the data through a series of edit checks. If the program finds problems with any entered data, it **Prepare Disk for AOE cont'd -** will not export (see previous page). If the program does not find any errors you will see the following message.
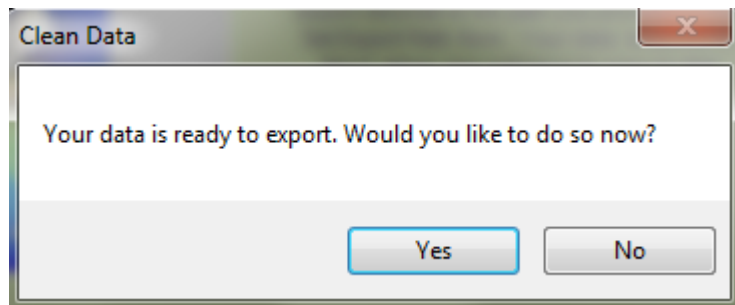
Once your data has been successfully exported, you will see the following notification.
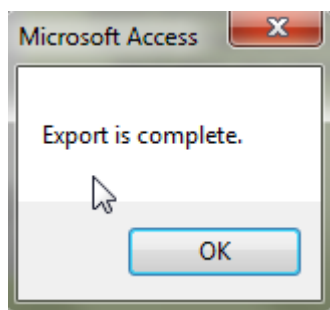
If there are no problems with the data, three excel spreadsheet files will be copied to the following folder; **C:\ IndependentCensusSY15** it will then be necessary for you to upload these files via the secure server https://secure.education.vt.us/ or to copy these files to a CD.

If you have any questions on this process, call DMAT at (802) 479-1044.

Application

Exit Application - This button lets you exit the application and the data will be saved before exiting.

Appendix A: Importing from MS Access Database

FIELD NAME	DATA TYPE	FIELD SIZE
PERMNUMBER	NUMBER	7
LNAME	TEXT	36
FNAME	TEXT	20
MNAME	TEXT	20
POSTNAME	TEXT	3
DOB	DATE(MM/DD/YYYY)	
GENDER	TEXT	1
ETHNO	NUMBER	1
RAC_AMI	TEXT	1
RAC_ASI	TEXT	1
RAC_AFA	TEXT	1
RAC_NAT	TEXT	1
RAC_WHT	TEXT	1
ENRORGID	TEXT	6
NEWENGORGID	TEXT	6
SS504	TEXT	1
ESS	TEXT	1
FUNDSOURCE	TEXT	2
NSLELG	TEXT	2
STUADDR1	TEXT	50
STU_CITY1	TEXT	55
STU_STATE1	TEXT	2
STU_ZIP1	TEXT	11
STUADDR2	TEXT	50
STU_CITY2	TEXT	55
STU_STATE2	TEXT	2
STU_ZIP2	TEXT	11
ENRTAG	TEXT	1
CURRGRADE	TEXT	2

Each field in the Students table is assigned a set of properties. The first two field properties ("Field Name" and "Data Type") are assigned within the Table Design grid, the upper pane of the Table Design window. The "Field Size" property value is set in the Table Design window's lower pane, Field Properties.

If you import student records from an external file (MS Access, Excel, or comma-delimited text), the field names may not be the same as those outlined in Appendix D. The field order, type and size may also be slightly different. The table must be brought into compliance with the properties listed or it won't pass initial review.

How to edit table properties in MS Access:

- Enter the name of the field in the Table Design grid's first column.
- Select data types from a drop-down list in the Table design grid's second column.
- Enter the field size for the Text data type in the text box located in the first row of the Table Design window's lower pane. For numeric data types, you choose the field size by selecting from a drop-down list. Field size does not apply to the Date/Time data type.

Appendix B: Importing From Excel Worksheet

If you import student records from an external file (MS Access, Excel, or comma-delimited text), the field names may not be the same as those outlined in Appendix D. The field order, type and size may also be slightly different than what is listed. The table must be brought into compliance with the properties listed or it won't pass initial review.

The figure below illustrates the preferred format for exporting data from Excel to Access tables. The names of the fields are entered in the first row and the remainder of the range consists of data. The type of data must be consistent within the range you select.

PermNumber	LName	FName	MName	PostName	DOB	Gender
1800066	TESTER	ANNA			1/18/2005	M
1800044	DOE	AMANDA			8/18/2005	F
1800029	SMITH	JOHN	Q		8/21/2004	F
1234567	STUDENT	IMAN	A		1/2/2000	F
1800006	STUDY	ILIKTU			1/14/2006	F

To prepare the data in an Excel spreadsheet for importation into an Access table, follow these steps.

1. Launch Excel, and then open the .xls file that contains the data you want to import.

2. Add field names above the first row of the data you plan to export (if you haven't done so). Field names must be the same as those provided in Appendix D and in the same order. You cannot have duplicate field names. If you include improper characters use duplicate field names, or don't follow the AOE's naming conventions, you will see an error message when you attempt to import the worksheet.

3. If your worksheet contains cells of data that you don't want to include in the imported table, select the range that contains the field names row and all the rows of data needed for the table. In Excel, choose File, Save As and choose a new file name for the data.

Appendix C: Importing from Comma-Delimited Text file

If you import student records from an external file (MS Access, Excel, or comma-delimited text), the field names may not be the same as those outlined in Appendix D. The field order, type and size may also be slightly different than what is listed. The table must be brought into compliance with the properties listed or it won't pass initial review.

If the data you want to import into this application was developed in a word processor, database or other application that cannot export the data as an Excel or MS Access file, you need to create a text file in a comma-delimited text format. (A text file is a file with data consisting of characters that you can read with a text editor, such as Windows Notepad.) In a comma-delimited text file, commas separate the fields.

The figure below shows an example of a delimited text file that contains text qualifiers (quotation marks).
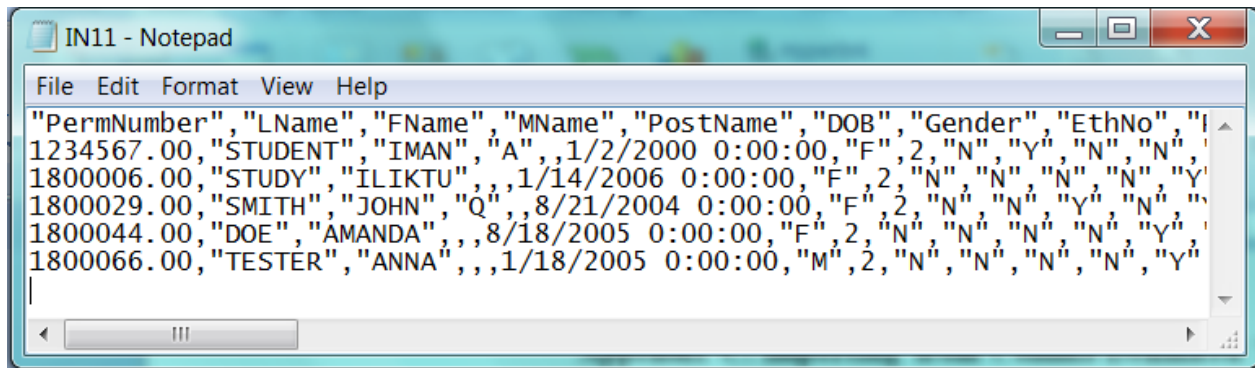
When exporting to a text-based file, the default for many applications is comma-delimited with text fields enclosed in double quotation marks (date and numeric field types do not have quotation marks). Please see your application instructions for more information.

Appendix D: Import Table Constraints

1. **Import Table Constraints For Independent Schools**

   ******For a current list of needed fields or for questions regarding importing data please contact: Jennifer Perry at (802) 479-1056. ******